



August 22, 2008

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Statewide Coordinating Council, Co-Chair
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NASHUA REGIONAL PLANNING COMMISSION P.O. BOX 847 115 MAIN STREET NASHUA, NEW HAMPSHIRE 03061 (603) 883-0366
FAX (603) 883-6572
www.nashuarpc.org

Dear Mr. Dornblut and Ms. Clark:

The Region 7 Coordinated Transportation Plan Committee met on July 23rd, 2008 at the NRPC offices to discuss additional Regional Coordinating Council criteria that had been identified by the Statewide Coordinating Council in June. The following actions were taken during the Region 7 meeting:

- The region 7 Committee adopted the *Locally Coordinated Transportation Plan for the Greater Nashua and Milford Region* and associated timeline as the work plan and timeline for the Region 7 RCC.
- A subcommittee was created that is charged with recruiting citizen community transportation users to serve on the RCC. This subcommittee will hold its first meeting in September.

NRPC will continue to lead this process over the coming months with the short term goals (0-3 months) of expanding membership and developing minimum criteria for the Regional Transit Coordinator (RTC). Other immediate goals (0-6months) will include developing minimum criteria for the Regional Transportation Coordinator (RTC) and identifying and selecting an RTC. Accomplishing these goals is contingent on the identification of a source of funding for the SCC/RCC process.

At this time I would like to request that the Locally Coordinated Transportation Committee for the Nashua region be recognized as the Region 7 RCC. I am enclosing copies of the Region 7 Memorandum of Understanding, Bylaws, Work Plan (w/associated timeline) and list of members.

If you have any questions or concerns do not hesitate to contact me at 883-0366 ext. 28, or email at timr@nashuarpc.org.

Sincerely,

NASHUA REGIONAL PLANNING COMMISSION

Tim Roache,
Principal Transportation Planner

cc: Maureen Stimpson (SCC Secretary)



MEMORANDUM

TO: Sönke Dornblut, SCC Co-Chair
Kelly Clark, SCC Co-Chair

FROM: Matt Waitkins
Transportation Planner II
Region 7 RCC

SUBJECT: Region 7 RCC Work Plan
and Timeline

DATE: August 22, 2008

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One of the criteria for developing and adopting Regional Coordinating Councils is to develop a work plan and timetable. The work plan identifies goals and objectives relative to regional transportation priorities and projects how the RCC will go about attaining these objectives. The timeline lays out the time frame for implementing the goals and objectives of the plan.

The Region 7 Coordinated Transportation Plan Committee has adopted the *Locally Coordinated Transportation Plan for the Greater Nashua and Milford Region (LCTP)* and associated timeline as the work plan and timeline for the Region 7 RCC

The following work plan tasks have already been completed:

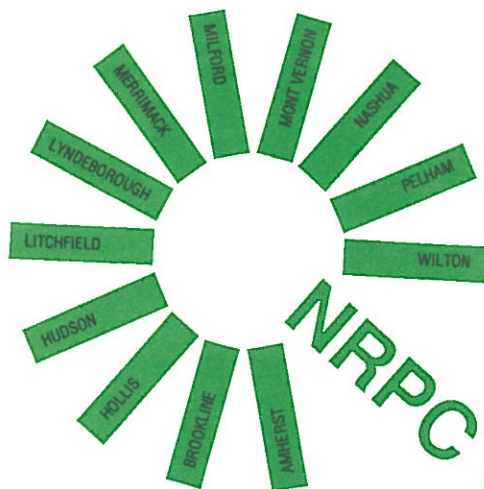
- Implementation of Statewide Coordinated Transportation Plan:
 - Develop Regional Coordinating Council:
 - Conduct an open development process that includes a diverse group of regional stakeholders and community members.
 - Craft a Memorandum of Understanding (MOU) that will be signed by all members of the Council.
 - Develop bylaws that will guide the Council.

The following work plan objectives will be completed in the immediate (0 - 2 Years) future (assuming that a source of funding for the SCC/RCC process is identified):

- Continue the development of the Regional Coordinating Council:
 - Recruit community transportation users to be members of the Council (0-3 months).
- Identify funding sources and coordinate funding opportunities amongst agencies where possible (0-6 months).
- Develop minimum criteria for Regional Transportation Coordinator (RTC) (0-6 months).
- Identify and select RTC (6-12 months).
- Conduct public outreach and educate community members and elected officials about the need for public transportation (on going).
- Continue to coordinate with Statewide Coordinating Council (SCC) (on going).

Longer term goals are identified in the LCTP

If you have any questions or concerns do not hesitate to contact me at 883-0366 ext. 28, or email at timr@nashuarpc.org.



MEMORANDUM

TO: Sönke Dornblut, SCC Co-Chair
Kelly Clark, SCC Co-Chair

FROM: Matt Waitkins
Transportation Planner II
Region 7 RCC

SUBJECT: Region 7 RCC Membership

DATE: August 22, 2008

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The following entities have become members of the New Hampshire Region 7 Regional Coordinating Council by signing the Region 7 Memorandum of Understanding.

<u>ORGANIZATION</u>	<u>SIGNER</u>	<u>TITLE</u>	<u>DATE SIGNED</u>
Nashua Regional Planning Commission	Steve Williams	Executive Director	12/15/07
Bridges: Domestic and Sexual Violence Support	Lara E. Rice	Emergency Shelter Manager	04/07/08
Life Coping, Inc.	Jeb Curelop	Vice President	02/05/08
Easter Seals New Hampshire, Inc.	Mickey McIver	Director ESTRAC	12/12/07
Town of Merrimack	Keith Hickey	Town Manager	11/21/07
City of Nashua - Nashua Transit	Mark A. Sousa	City of Nashua	12/10/07
Area Agency	Sandra Pelletier	CEO/President	12/10/07
St. Joseph Community Services, Inc.	Meghan Brady	Executive Director	1/28/08
The Plus Company, Inc.	Kim Shottes	Executive Director	1/28/08
Granite State Independent Living	Clyde E. Terry	CEO	01/23/08
Granite State Organizing Project	Ruth S. Heden	President	02/09/08

If you have any questions or concerns do not hesitate to contact me at 883-0366 ext. 28, or email at timr@nashuarpc.org.

**REGIONAL COORDINATION COUNCIL FOR COMMUNITY TRANSPORTATION
REGION 7 – BY LAWS**

Article I: Name

The name of the Council shall be the Region 7 Regional Coordination Council for Community Transportation (hereinafter called the Council or RCC). These bylaws shall provide the procedures for conducting the business of the Council.

Article II: Purpose

Region 7 includes: (Nashua Region specific boundaries to be determined).

Established by its founding members, the Council is organized to:

- To recruit, select (with approval from the State Coordinating Council), guide, assist, monitor, and if necessary replace the Regional Transportation Coordinator (RTC), an organization which will be responsible for the day-to-day coordination of community transportation in the region.
- Help develop, implement, and provide guidance to the coordination of shared ride transportation options within Region 7 so that as resources allow (1) seniors, persons with disabilities and human service agency consumers can safely access local and regional transportation services to get to locations within the region and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients, and customers and (3) qualifying individuals, not working through an agency, would have the option to purchase/order transportation services.
- Provide feedback to the State Coordinating Council for Community Transportation (SCC) relative to the policies that this Council has established.
- To educate the community, including elected officials at the federal, state, county and local levels, on the need for funding of these coordinated transportation services, as well as,
- To investigate additional funding sources via available resources, for example, federal funds such as New Freedoms, JARC, various grants and other funding sources.

In addition to actual service delivery options, the focus of the Council's mission will encompass transportation options such as mileage reimbursement, subsidy programs, volunteer driver programs, and vehicle sharing, as well as related functions such as travel training, information referral, call-center functions, vehicle procurement, insurance and maintenance, training, and technological support.

Article III: Membership of the Council

III.1 Membership Eligibility Criteria

The Council shall be composed of organizational and citizen members as follows:

- Organizational members — Any of the following organizations are automatically a member of the Council upon formal adoption of the Council's Memorandum of Understanding by that governmental unit or organization, and formal acceptance by the Council:
 - Any public, private non-profit, or for-profit organization based in Region 7 which currently funds, arranges or provides such transportation services for its citizens, clients or customers;
 - Any regional public transportation agency or state/regional agency involved in the planning or provision of public/passenger transportation in Region 7. The agency will have the right to choose the person who will be their representative;
 - Organizations representing groups of consumers and constituents that would be positively affected by such mobility and access improvements in Region 7.

Each organizational member shall designate one representative and up to two alternate representatives to the Council.

- Citizen members — Citizen members must be residents of New Hampshire and take an active interest in improving mobility for seniors and persons with disabilities. There shall be at least 1 citizen member on the Council. At the initiation of any term, citizen membership on the Council shall equate to no more than 10% of the total organizational members. The term of each citizen member shall be two years. Citizen members may serve multiple terms, but must submit an application at the end of each term. Applications to be a citizen member must be submitted to the Secretary no later than the Council's regular _____ meeting. Appointed by the Chair, the Membership Committee will review the applications and recommend the appropriate number of citizen members, to be voted upon by the council at the Council's regular _____ meeting. Citizen members have voting rights but do not have the right to designate an alternate.

III.2 Rights and Responsibilities of Membership

Each member is afforded one full vote on any decision put to a vote. Each organizational member's vote can be cast by his/her representative or alternate representative. Citizen members must be present at meetings to vote.

To be in "good standing," a member (1) must attend at least 75% of the regular monthly meetings, and miss no more than two consecutive regular monthly meetings in a calendar year; and (2) must participate in some facet of the Council's work program. The Chair may determine if a missed meeting is excused; an excused miss shall not count as non-attendance.

III.3 Annual Membership Dues

There may be annual membership dues to cover the administrative costs and other business of the Council, the amount to be determined annually. Membership dues for any citizen member are voluntary.

Article IV: Executive Committee

IV.1 Officers and Terms of Office

The Officers of the Executive Committee shall be as follows:

- • Chair
- • Vice Chair
- • Treasurer
- • Secretary

The term of each officer shall be one year. Officers may serve multiple terms.

IV.2 Election of Executive Committee and Operating Year

The Council's operating year shall begin at the regular _____ meeting.

Officers will be elected by majority vote on an annual basis at the Council's regular _____ meeting.

Nominations for officers must be given to the Secretary no later than at the Council's last regular meeting of the calendar year.

IV.3 Responsibilities of the Executive Committee

The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the Council; but neither shall be deprived of his/her right to vote.

The Chair or Vice Chair shall have such other powers and perform such other duties as may from time to time be voted by the Council, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the Council.

The Treasurer shall be responsible for collection of annual dues (if any) and disbursement of funds for the conduct of Council business.

The Secretary shall be responsible for disseminating information to Council members, writing Council correspondence, keeping meeting attendance records, and taking minutes of meetings.

Collectively, the Chair, Vice Chair, and Treasurer shall comprise the Executive Committee. The Chair, Vice Chair, and Treasurer must be members in good standing. It is not required that the Secretary be a member of the Council.

IV.4 Vacancies

If an officer vacates an office for any reason (non-attendance, resignation), the Chair (or Vice Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly scheduled meeting. The Chair (or Vice Chair if the vacancy is the Chair) can wait until the next nomination/election period or may accept nominations from the floor at the meeting at which the vacancy has been declared. If nominations from the floor are accepted, voting will take place at the next scheduled meeting.

IV.5 Removal of Officers

Members, by 2/3 vote of members present, may remove an officer. An officer under consideration for removal should have the opportunity to be advised and be able to speak to the concerns of the membership.. Such matters and discussions should take place in an executive session. The officer under consideration for removal may be given a 30-day period to correct any deficiencies before the vote is taken.

Article V: Meetings of the Council

V.1 Regular Meetings

The Council shall meet monthly on _____ from ____ to ____ or on another date and/or at another time at the call of the Chair. The Council may vote at a prior meeting not to hold the next regular monthly meeting. The Chair may also cancel a regular monthly meeting.

At the regular meetings, the Council may take such actions, pass such resolutions, or conduct such other business as are on the agenda or may otherwise be properly brought before it.

V.2 Special Meetings

The Chair, or in the event of his/her absence, the Vice Chair may call a special meeting of the Council as required and shall call a special meeting at the request of one-third (1/3) of the members. Business at special meetings shall be limited to the subjects stated in the call for them.

V.3 Information Meetings

The Chair may call an informational meeting as may be required for the presentation and dissemination of reports, analyses, or other data, and for the informal discussion thereof by the Council. No formal action by the Council shall be taken at such meetings. Resolutions may be introduced and discussed at such meetings, but formal debate and action on such resolutions may take place only at future regular or special meetings.

V.4 Meeting Notice and Agenda; Open Meetings

Not less than seven days advance notice in writing of regular or informational meetings shall be given to all members. Not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices shall contain the time, place, proposed agenda, proposed resolutions on substantive matters, and the substance of any matter proposed to be voted on.

All meetings of the Council shall be subject to New Hampshire's Right-to Know Law, RSA 91-A.

All meetings of the Executive Committee shall be posted three business days in advance, and shall be open to all Council members in good standing.

V.5 Quorum

Fifty (50%) of the membership constitutes a quorum.

V.6 Structure and Conduct of Meetings

Parliamentary discretion for the conduct of meetings shall be vested with the Chair. Council procedures shall provide an opportunity for all members to be heard on any given issue and for the efficient conduct of business.

V.7 Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the Council, excluding any required executive sessions, and be permitted to address the Council under direction from the Chair.

There shall be two separate opportunities for public comment in these meetings — the first shall be specific to agenda items, the second specific to other business. The Chair shall dictate when these opportunities shall occur in the agenda. Each public comment shall be limited to 3 minutes. This limit may be extended at the discretion of the Chair.

Prior to these meetings, any person wishing to comment at the meeting must first provide a written synopsis of the comment, along with his/her name, address, and contact information to the Secretary, who in turn will submit these written synopses to the Chair.

Article VI: Voting

No vote on a substantive matter shall be taken unless the issue to be voted on has been listed in the proposed agenda, and timely notice (see Article V.4) has been given to all members. Election of Officers and Citizen Members are considered to be substantive issues. Dues payments or financial commitments of Council members are also considered substantive issues. A quorum must exist before any formal vote is taken (see Article V.5). Each member is afforded one vote on any decision put to a vote and must be present to vote. In the absence of a voting organizational member representative, a designated

alternative may cast the vote if present at the meeting. Otherwise, no proxy voting is permitted.

All decisions put to a vote, with the following exceptions, require a majority vote of all members present to pass. The exceptions which require a 2/3 vote of all members present to pass include changes or amendments to these by-laws (see Article VIII) and officer removals (see Article IV.4).

Article VII: Committees of the Council

On an annual basis, Council shall establish or continue standing committees as may be necessary or convenient for carrying out the business of the Council. Standing committees will be chaired by members of the Council but can include non-Council members. The original Nelson/Nygaard Report included the following standing committees:

- Advocacy Committee
- Consumer Liaison Committee
- Design/Operations Committee
- Finance Committee
- Land Use/Transportation Planning Committee
- Marketing/Public Information Committee
- Regulatory/Policy Committee

The subcommittee has modified the recommendations from the original report as follows:

1. GOVERNANCE COMMITTEE

- WHAT:** Board membership development and maintenance
Write Board job descriptions
Determine training needs of Board
Present slate of new members and officers
Orientation and training
Maintain list of Board members (terms, talents, etc.)
Determine membership needs of organization; recommend ways to meet those needs
- WHO:** One Officer and at least three Council members
- WHEN:** Meet at least four times per year
May/July – By-Laws and training
October/March – Nominating, Slate of Officers

2. FINANCE COMMITTEE

- WHAT:** Review annual audit
Develop financial plans
Invest financial resources
Oversee all financial matters
Project annual fundraising requirements
Review monthly financial reports
- WHO:** Treasurer (Chair), minimum of four Council members
- WHEN** July – Budget for next year
Monthly – Financial planning, review financial reports, investments
Quarterly – Endowment Committee meets

3. MARKETING, PUBLIC INFORMATION & ADVOCACY COMMITTEE

- WHAT:** Develop marketing strategies to inform the public about RCC/services offered
Plan, review Annual Report
Review, update Agency publications
Initiate, implement specific public relations projects
Develop annual marketing plan
Develop strategies for philanthropic fund-raising to ensure private support for community-based elder services
- WHO:** Board member and at least three Council members
- WHEN:** October, November – Strategies for annual fund development
June - Develop annual marketing plan
February/April - implement specific projects; review Agency publications; sponsorships.

4. DESIGN, OPERATIONS & FACILITIES COMMITTEE

- WHAT:** Review maintenance needs of equipment and facilities
Recommend and prioritize improvements
Develop long range maintenance and development plan
- WHO:** An Officer, 4 members of Council one of whom is a Board member
- WHEN:** January/April priority needs (to budget in next year)
September/November – Review all sites for potential maintenance and repair needs

5. CONSUMER LIAISON COMMITTEE

- WHAT:** TBD
- WHO:** An Officer, 4 members of Council one of whom is a Board member
- WHEN:** TBD

6. LAND USE/TRANSPORTATION PLANNING COMMITTEE

WHAT: Will focus on integrating transportation and land use planning in order to assure that transit is considered.

WHO: An Officer, 4 members of Council one of whom is a Board member

WHEN: TBD

7. REGULATORY/POLICY COMMITTEE

WHAT: TBD

WHO: An Officer, 4 members of Council one of whom is a Board member

WHEN: TBD

Additional standing committees can be established if deemed necessary or convenient to conduct the business of the Council. These committees can be established upon the affirmative vote of the majority of the Council members present at a regular or special meeting.

The Chair, or in his/her absence, the Vice Chair, shall establish ad-hoc committees and appoint committee members as may be necessary or convenient for carrying out the business of the Council. Non-members, because of their special expertise or association with particular issues, and at the discretion of the Chair, may be appointed to ad-hoc committees.

Article VIII: Amendments

These by-laws may be amended by the affirmative vote of 2/3 of the Council present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment. Amendments are considered a substantive issue.

Article IX: Effective Date

These by-laws will become effective upon adoption by 2/3 vote of the Council present.

**REGIONAL COORDINATION COUNCIL FOR COMMUNITY TRANSPORTATION:
REGION 7
MEMORANDUM OF UNDERSTANDING**

WHEREAS there are several different transportation programs currently providing service within Region 7 to seniors, persons with disabilities, human service agency clients and others without access to public transportation;

WHEREAS there are significant unmet needs for individuals requiring such transportation services;

WHEREAS this service gap is anticipated to grow significantly in the next twenty years due to demographic trends in this region;

WHEREAS coordination efforts have been shown to result in increased service through improved cost efficiency, elimination of duplication, and access to additional funding; and

WHEREAS there is a need — and an opportunity — to create a balanced network of diverse transportation services and options by coordinating transportation in this region,

BE IT KNOWN THAT

_____ intends to participate in the establishment and functioning of the Region 7 Regional Coordination Council for Community Transportation (hereinafter called the Council or RCC). This Memorandum of Understanding (MOU) documents this intent and the organization's commitment to the primary mission of the Council.

Region 7 includes (Nashua Region specific boundaries to be determined).

The primary mission of the Council is to:

- To recruit, select (with approval from the State Coordinating Council), guide, assist, monitor, and if necessary replace the Regional Transportation Coordinator (RTC), an organization which will be responsible for the day-to-day coordination of community transportation in the region.
- Help develop, implement, and provide guidance to the coordination of shared ride transportation options within Region 7 so that as resources allow(1) seniors, persons with disabilities and human service agency consumers can safely access local and regional transportation services to get to locations within the region and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients, and customers and (3) qualifying individuals, not working through an agency, would have the option to purchase/order transportation services.
- Provide feedback to the State Coordinating Council for Community Transportation (SCC) relative to the policies that this Council has established.

- To educate the community, including elected officials at the federal, state, county and local levels, on the need for funding of these coordinated transportation services, as well as,
- To investigate additional funding sources via available resources, for example, federal funds such as New Freedoms, JARC, various grants and other funding sources.

In addition to actual service delivery options, the focus of the Council's mission will encompass transportation options such as mileage reimbursement, subsidy programs, volunteer driver programs, and vehicle sharing, as well as related functions such as travel training, information referral, call-center functions, vehicle procurement, insurance and maintenance, training, and technological support.

In signifying this intention and commitment, _____
pledges to:

- Designate one representative. (And/or up to two alternate representatives) to the Council, and ensure that the representative attends regularly scheduled meetings of the Council and is active in the functioning of the Council and Committees.
- Provide meeting space for the Council and/or Committees, as needed.

Signing this MOU does not signify a commitment of funding at this time.

Either party may cancel this MOU with 14 days written notice.

This MOU will be reviewed/renewed annually.

IN WITNESS WHEREOF, indicates its support and intent:

Name: _____
Title: _____
Organization: _____
Signature: _____
Date: _____

ACCEPTANCE BY:

Name: _____
Title: _____
Organization: _____
Signature: _____
Date: _____